

FEB 25 2021 5P

**Danbury Library Board of Directors** *sy: J.C.f*  
**Minutes of the e-Meeting**

**February 11, 2021**

- I. President Ned Moore called the meeting to order on Zoom at 3:59 p.m.

**PRESENT:** Ned Moore (President), Joan Damia, Gary Falkenthal, Randolph Summ, Katie Pearson (Library Director), Katharine Chung (Assistant Library Director), Stella Eidt (Friends Corresponding Secretary)

**Absent:** Dimples Armstrong, Deborah Goglettino

- II. Minutes—

\*A motion to approve the Minutes of January 14, 2020 was made by Ms. Damia. It was seconded by Mr. Summ and it passed unanimously.

- III. Finance Report—

A. Ms. Pearson reported that currently, the Library has only online payments available and we have not spent any money this month. In order to financially prepare for the junior floor renovations (glass walls for the story corner and sensory space), the Library needs a construction line. Ms. Pearson asks for the Library Board's agreement to move \$41,000.00 from line Library.999.5700.2700 (Office Equipment) to the line Library.9999.5400.2320 (General Construction).

\*Mr. Summ made a motion to transfer \$41,000 from line Library.9999.5700.2700 to line Library.9999.5400.2320 (General Construction). It was seconded by Mr. Falkenthal. It passed unanimously.

B. The Board inquired about the status of the Junior Floor bidding. Ms. Pearson reported that the Junior Floor renovation bids came in high possibly due to incorrect specs. We will need to rebid again after Public Buildings explains to the bidders what is actually needed. Bids will open within next month. The bids go to Purchasing and then to the Board of Awards who awards it to a bidder.

C. Ms. Pearson will prepare the Board budget in April and does not expect any changes.

\*A motion was made by Mr. Falkenthal to accept the Finance Report. Ms. Damia seconded it. It passed unanimously.

- IV. Friends Report— Ms. Eidt from the Friends reported there will be a Friends meeting next week. People are sending donations to the Friends. Due to COVID, everything appears to be at a standstill.

President Moore thanked Ms. Eidt for her report.

V. Director's Report—

- a. Statistics: Ms. Chung reported that while there are not too many changes, we were busy. The Library reached over 92,000 patrons on our social media and web presence. After our programs, we have been asking patrons to fill out a survey. Ms. Chung shared some of the testimonials.
  - i. We had 2,114 adult items and 1,152 junior and teen items circulated. The Library fulfilled 2,541 holds to patrons picking up items via the Library's curbside pickup service. The Library provided 192 WiFi sessions. Patrons from other libraries in Connecticut checked out 184 items.
  - ii. A total of 1,539 ebooks and audiobooks were circulated and a total of 11,324 items were downloaded electronically.
  - iii. At the end of December, we put together the top titles of 2020 of the different movies, ebooks, books and audiobooks to give people an idea what was circulated. The Library's databases were used 164 times.
  - iv. The Library had 707 patrons attend 57 virtual programs.
  - v. From January 1<sup>st</sup> to March 1<sup>st</sup>, we have a winter reading challenge. Patrons are challenged to read 2,021 minutes between January 1<sup>st</sup> to March 1<sup>st</sup>, complete activities and earn tickets to win prizes. So far, 126 patrons have registered and completed a total of 67,427 minutes of reading.
- b. Concerning Grants, we were awarded the *Everybody Learns Grant* in the amount of \$55,000 which will support Lending Services with new check-out kiosks.
- c. Concerning the Junior Floor remodeling, in addition to the new shelving, we have new signage on the wall and ceilings to coordinate with the new shelving. Ms. Cecella Lefurgy was the project manager and did most of the design, layout and color scheme together with a team of our Librarians. Ms. Chung promised the Board to get before and after pictures.
- d. Concerning grant information, Ms. Chung shared the current programs supported by grants and the grants that are pending.
- e. Staffing—Ms. Pearson reported that while we are in a hiring freeze, the city has posted part-time clerk positions. We did lose 5 part-time clerks: some because of Covid and some got other jobs. We interviewed some applicants this week and some next week. Hopefully we will be able to sign them up soon. One position still remains open (Mr. Fuenzalida) and have not heard when it will open.
- f. Future updates—Our computer appointments started this week. The next plan is to open mid-March for browsing 10-6 p.m., no appointment necessary. The state's Covid numbers are looking good as long as numbers are going down.
- g. Ms. Pearson has not heard anything on the Café or Innovation Center. Some people are using the Center but it is limited.

VI. President's Report—

- a. On behalf of the Library Board, President Moore has sent a letter to the new Mayor, Joe Cavo, congratulating him and telling him about the Library Board and invited him to come to a meeting.

- b. President Moore informed the Board members that an endowment by Janet Lake will provide funds to the Library in the year 2040. The City's Corporation Council will study the declaration of the endowment to determine if the management firm can be transferred to an alternate organization and whether the Library Board or the City Council is to be responsible for the decision on this. Three beneficiary organizations would need to agree on such a transfer: Danbury Hospital, Danbury High School, and the City Council/Danbury Library Board. Lower management fees would be the objective of the transfer.

VII. Adjournment

\*Motion to adjourn at 4:36 p.m. was made by Ms. Damia and Mr. Falkenthal seconded it. This motion passed unanimously.

Submitted by,  
Theresa Buzaid, Secretary

Ned Moore, Pres. Feb. 25, 2021  
Ned Moore, President Date

**MOTIONS OF THE BOARD OF DIRECTORS  
OF THE DANBURY PUBLIC LIBRARY**

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